



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**  
**Regular Meeting Minutes**  
**Thursday, April 14, 2016**  
**4:00 p.m. City Hall, Room 203**

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**I. CALL TO ORDER**

The meeting was called to order by Commissioner David Wendtland at 4:06 p.m.

Also present: Commissioner Kevin Huss, Commissioner Pamela Lynk, Kristen N. Wade, Human Resources Director, Dwana Thompson, Affirmative Action/Risk Manager, and Anne James, Secretary.

**II. MINUTES**

***Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the regular minutes of the February 18, 2016 meeting.***

**Motion Carried.**

**III. ACTION AGENDA**

- A. Approve the revised job description for the Administrative Supervisor position. Commissioner Huss asked if the revisions were just a rewording of the current job description, Ms. Thompson confirmed. Commissioner Wendtland asked that the Commission be notified when any of the job descriptions are for a new or unfilled position. No further questions.
- B. Approve the revised job description for the Water Plant Superintendent position. Ms. Thompson commented that the revision was mainly a job title change. No questions.

***Motion was made by Commissioner Huss and seconded by Commissioner Lynk to approve the revisions to the Administrative Supervisor and Water Plant Superintendent Job descriptions.***

**Motion Carried.**

- C. Resolution in support of "Move-The-Box". Ms. Wade commented that the purpose for removing the box is to not automatically eliminate anyone with a felony conviction from a position that might not require a background check. If the position does require a background check it will still be done prior to employment. Ms. Thompson commented that the Public Safety positions still have their background checks done up front through the "MCOLES" process.

***Motion was made by Commissioner Huss and seconded by Commissioner Lynk to approve the Resolution in support of "Move-The-Box".***

**Motion Carried.**

**IV. OLD BUSINESS**

None

**V. OTHER BUSINESS**

None

**VI. ADJOURNMENT**

The meeting adjourned at 4:21 p.m.